Pacific University
3 Year Operational & 5 Year Investment Opportunity Budget Timeline
Fiscal Year 2017/18 thru 19/20, 21/22
September 13, 2016 Final

	Item	Responsible	Month(s)	Start Date	Due/End Date
1	**Strategic Plan Review 2017/18** • Review and update strategic plan: Strategic Plans Hub (https://pacificu.box.com/v/edit-strategic-plan) • Prioritize items • Note resource reference #'s for 17/18 budget request items • Complete and return Fall update form: https://pacificu.box.com/v/Fall2016StratPlanUpdateForm	All Areas, IR	May-Sep 2016	May 1	Sep 30
2	**3-Yr Program Expense, Tuition, Enrollment Planning** • Review historical actual program margins • Discuss 3- year expense strategy • Review data and propose 3-year tuition rates, enrollment, financial aid (where applicable)	Budget Office, Academic Programs, Admissions, IR	Sep-Oct 2016	Sep 12	Oct 9
3	**University Finance Committee** • Elect Officers, Set Meeting Schedule • Review Budget Calendar • Provide feedback during budget process	VP Finance	Sept, Oct, Nov, Dec, Jan, Feb, Mar	Sept 1	Mar 31
4	**2017/18 – 2019/20 Operational Budget Projections** • Complete 3-Year Revenue, Expense, Capital Templates • Compile and summarize budget information • Prepare Board Finance Materials ***(Due Nov 17)***	All Areas All Areas Budget Office Budget Office	Oct-Nov 2016	Oct 1 Oct 1 Nov 1 Nov 11	Oct 31 Oct 31 Nov 11 Nov 17
5	**2017/18 thru 2021/22 Investment Opportunities (IO)** • Submit budget plan for Continued and New IO's • Review, evaluate, and select IO's	All Areas VP's	Oct-Jan 2016-2017	Oct 1 Nov 1	Oct 31 Jan 31
6	**Board Finance Committee receives status of 3-Year operational & 5-Year I/O budget process**	Board of Trustees	Dec 2016		Dec 2-3
7	**Balance FY 17/18 & Finalize 3-Year Operational & 5-Year IO Budget** • Reconcile, review, and adjust as required to balance budget • Prepare University budget summary and Board reports and presentations ***(Due Feb 23)***	VP's & Budget Office Budget Office	Dec-Feb 2016-2017	Dec 5 Feb 3	Feb 3 Feb 23
8	**Board Approves 2017/18 Budget & Reviews 3-Year Budget**	Board of Trustees	Mar 2017		Mar 10-11
9	**Board Confirms Budget Plans for 2017/18**	Board of Trustees	May 2017		May 18-19
10	**Strategic Plan Review 2018/19** • Review strategic plan indicators and program data • Review timelines and items based on budget and environmental scan • Complete and return Spring Analysis (link to follow)	All Areas, IR	Jan-Sep 2017	Jan 1	Sep 30